

NAVY RECREATION CENTER
SOLOMONS, MD
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX
SF-171, OF 612, or RESUME TO:
NAVY RECREATION CENTER
P.O. BOX 147
SOLOMONS, MD 20688
TEL. # (410) 326-5000
FAX # (410) 326-5241

POSITION: MARINA MANAGER

NF-1101-03

FULL TIME POSITION

SALARY: \$35,000 - \$40,000 per annum

ANNOUNCEMENT #: 03-022

OPENING DATE: 22 JUL 2003

CLOSING DATE: UNTIL FILLED

AREA OF CONSIDERATION: All qualified applicants within commuting distance of the Navy Recreation Center, Solomons, MD

BRIEF DESCRIPTION OF DUTES:

Responsible for the economic and efficient operation of the Marina and programs including marina facility, fishing and crabbing pier. Promotes, schedules, and manages complex, tournaments, and other special events and programs. Oversees programs necessary for the purchase of supplies, equipment and resale merchandise and oversees the operation of boat rentals, sailing lessons, and water safety classes. Carries out necessary liaison with other staff officials that support Marina activities to market products and events, purchase of marina equipment and accessories, etc. Plans, organizes work and manages internal resources to ensure maximum productivity. Prepares financial plan, budgets, inventories, and cost controls. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment.

QUALIFICATIONS:

Knowledge of the basic principles and techniques associated with the safe and proper operation of a marina facility. Must have skill in management, organizing, promoting, and conducting a recreational program which meets, within available resources, the needs of participants. Must be able to organize and utilize available resources (funds, personnel) in an efficient, cost-effective manner.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."